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**ANNUAL REPORT**  
**OF**  
**LANDER COLLEGE**  
**TO THE**  
**GOVERNOR**  
**AND**  
**GENERAL ASSEMBLY**

**July 1, 1983 - June 30, 1984**



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**Printed Under the Direction of the  
State Budget and Control Board**

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**Larry A. Jackson** ..... **President**  
**Clara Bonds** ..... **Secretary**  
**Helen Byrd** ..... **Assistant to the President**  
**Charlotte Cabri** ..... **Public Information Specialist**  
**Ann B. Herd** ..... **Director of Community Relations and Budget**  
**Finis E. Horne** ..... **Athletic Director**

Oscar C. Page	Vice President for Academic Affairs
Jean B. Boozer	Administrative Assistant
Sam B. Davis	Director of Learning Resource Center
Ann T. Hare	Director of Library
Betsy P. Hall	Grants Coordinator
Earl H. Hendricks	Dean of Records and Registration
M.F. Lide	Assistant Dean
Jackie D. Roark	Director of Admissions
Nira Spivey	Secretary

W. E. Troublefield, Jr.	Vice President for Business and Administrations
R. Dan Adams	Director of Personnel
Bruce Cobb	Systems Supervisor
Emily Collier	Purchasing Agent
George S. Franke	Director of Physical Plant
Judy Gantt	Bookstore Manager
Ann B. Herd	Budget Supervisor
I. M. Hubbard	Financial Aid Officer
Rebecca Kidd	Staff Assistant
M. F. Steinberg	Printing and Duplicating Manager
M. Blair Willingham	Accountant

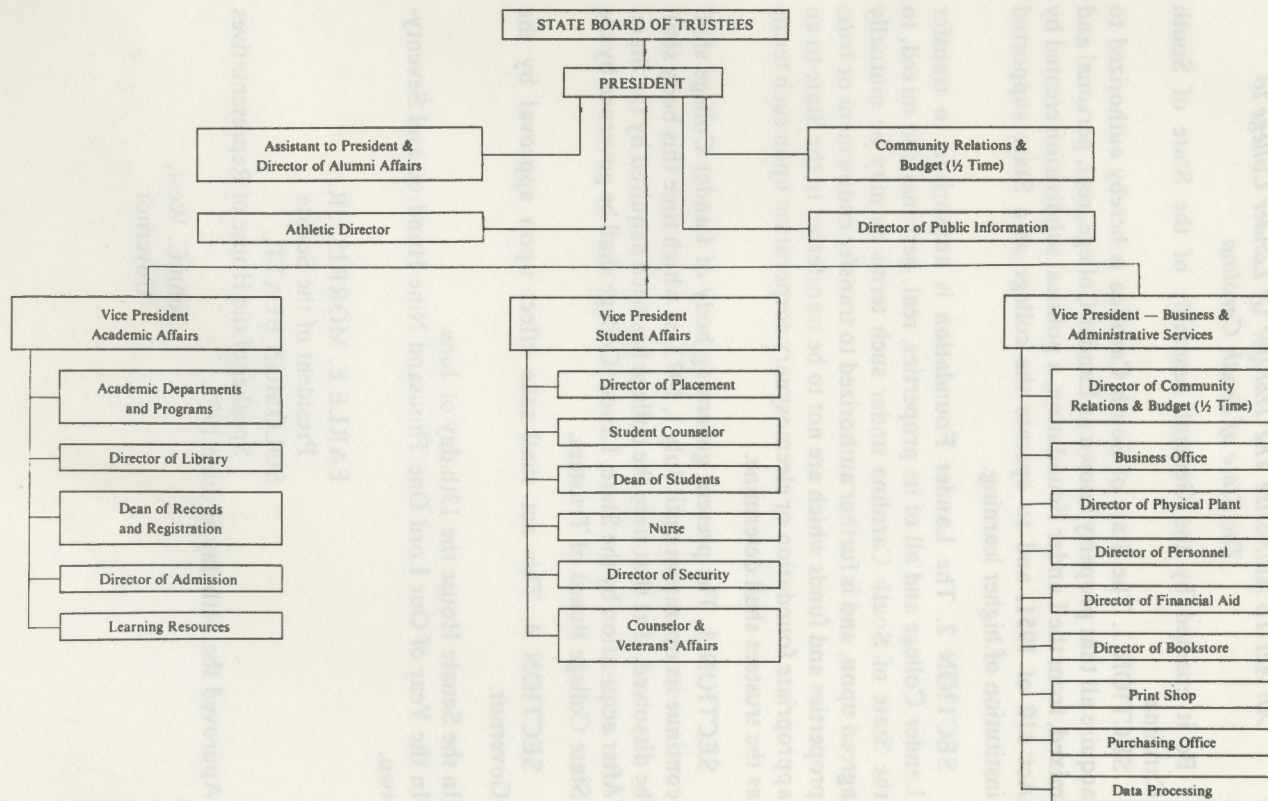


### Student Affairs

H. Randall Bouknight .....	Vice President for Student Affairs
Eugenia Barnette .....	College Nurse
Martha S. Chalmers .....	Staff Assistant
Cherry Corbett .....	Student Counselor
Elizabeth D. Jervey .....	Director of Student Placement
Jeff May .....	Director of Student Activities
Lewis M. Morgan .....	Chief of Public Safety
W. Douglas Spears .....	Counselor and Veterans' Affairs Coordinator

### Emeriti Faculty

Marie Margaret Chisholm  
 Maybelle Coleman  
 Herbert A. Ellis  
 Roberta Major  
 Elizabeth C. Welborn





## STATUTORY AUTHORITY

### *An Act To Authorize The Transfer Of Lander College to The State of South Carolina*

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. The State of South Carolina is hereby authorized to acquire all that property known as Lander College, real, personal and mixed, from the Lander Foundation, a political subdivision created by Act 110 of 1951, and to operate the college as a State supported institution of higher learning.

SECTION 2. The Lander Foundation is authorized to transfer Lander College and all of its properties, real, personal and mixed, to the State of South Carolina under such terms as may be mutually agreed upon, and is further authorized to transfer endowment or trust properties and funds which are not to be transferred to the State to an appropriate foundation or eleemosynary corporation upon such terms as the trustees shall determine.

SECTION 3. The present governing body of Lander College shall continue its operation until July 1, 1973, at which time this body shall be dissolved, if at that time the college has been acquired by the State. After acquisition by the State, Lander College shall be governed by the State College Board of Trustees.

SECTION 4. This act shall take effect upon approval by the Governor.

In the Senate House the 13th day of June

In the Year of Our Lord One Thousand Nine Hundred and Seventy-two.

EARLE E. MORRIS, JR.

President of the Senate

SOLOMON BLATT,

Speaker of the House of Representatives

Approved the 14th day of June 1972.

John C. West,  
Governor

## BOARD OF TRUSTEES

Joe E. Berry, Jr., Chairman  
Columbia, South Carolina

James A. Rogers, Chairman Emeritus  
Florence, South Carolina

F. Mitchell Johnson, Vice Chairman  
Charleston, South Carolina

John E. Johnston, Vice Chairman  
Greenville, South Carolina

Fitz-John C. McMaster, Vice Chairman  
Winnsboro, South Carolina

D. Don Caughman, Secretary  
Lexington, South Carolina

Allard A. Allston .....	Darlington, South Carolina
Mrs. Martha Barnette .....	Greenwood, South Carolina
Edward S. Ervin, III .....	Sumter, South Carolina
Peter D. Hyman .....	Florence, South Carolina
Alton E. Jones .....	Hilton Head, South Carolina
Mrs. Sara Liverance .....	Anderson, South Carolina
A. I. Mose .....	Orangeburg, South Carolina
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Walker E. Solomon .....	Columbia, South Carolina
Mrs. Ellen Carter Watson .....	Spartanburg, South Carolina
Thomas W. Weeks .....	Barnwell, South Carolina



## PURPOSE

The purpose of Lander College is to provide educational programs which will help the students of the College lead meaningful and productive lives. The College will admit applicants who show promise of success and provide for these students educational programs and the guidance, placement, and other services necessary to encourage and foster success. In addition, Lander College is committed to retaining the values of liberal learning and providing those skills and that information requisite for effective performance in a vocation.

In pursuit of these goals, the College seeks to help students:

- Develop the habit of making judgments based on a critical analysis of data and information.

- Develop social awareness and a sense of responsibility to self and others.

- Develop skills in written and oral communication.

- Acquire an appreciation and an understanding of aesthetic values.

- Understand and use the scientific method in problem solving.

- Develop skills and ideals conducive to physical and mental health.

- Develop an appreciation for the historical and literary foundations of our Western heritage, especially those documents related to the origin and development of democratic ideas and institutions.

- Develop some knowledge of the history and contemporary problems of non-Western cultures.

- Develop a love for inquiry and learning which will endure throughout life.

Further, Lander College is committed to:

- Help faculty and staff to reach their fullest possible growth, both professional and personal.

- Administer the affairs of the College in an open, objective, and orderly fashion.

- Provide cultural opportunities for the College's constituents.

Serve as a commuting college for the region and provide residential facilities for non-commuting students.

Provide life-long learning experiences.

### **ACCREDITATION**

Lander College is a fully-accredited, four-year, public coeducational liberal arts institution.

Lander is a member of the Southern Association of Colleges and Schools, the South Carolina College Association, the American Council on Education, the American Association of Colleges, the American Association of State Colleges and Universities, the National League of Nursing, and the National Commission on Accrediting.

### **HISTORY**

Lander College was founded in 1872 by Samuel Lander, a Methodist clergyman. He opened the Williamston Female College in the town of his ministry, Williamston, South Carolina, and it remained a proprietary institution for 26 years. In 1898, the College gained the support of the South Carolina Conference of the Methodist Episcopal Church, South. The College was relocated at Greenwood in 1904 and renamed to honor its founder.

In 1948, when the Methodist Conference, pursuant to a policy of consolidation in educational efforts, decided to discontinue support of Lander College, interested citizens of Greenwood formed the Lander Foundation, a non-profit corporation and leased the college from the Church.

In 1951, the County of Greenwood obtained the College name and property from the Methodists. The South Carolina General Assembly created the Greenwood County Education Commission, known as the Lander Foundation, to serve as the board of control for the college. Lander thus became the only four-year liberal arts college in the United States to be controlled and financed by a county government.

On July 1, 1973, Lander College came under the control of the Board of Trustees of the State Colleges of South Carolina.

Lander was founded as a college for women and retained that image for many years. Men were admitted in 1943, and the institution is now completely coeducational.



The College has had ten presidents in its one hundred and eleven years of service. They are: Samuel Lander, 1872-1904; John O. Wilson, 1904-1923; Robert O. Lawton, 1923; B. Rhett Turnipseed, 1923-1927; R. H. Bennett, 1927-1932; John W. Speake, 1932-1941; John Marvin Rast, 1941-1948; Boyce M. Grier, 1948-1966; E. Don Herd, Jr., 1966-1973; and Larry A. Jackson, 1973-

## **PRESIDENT**

**Dr. Larry A. Jackson**

Larry A. Jackson was born in Florence, South Carolina in 1925. He holds degrees from Wofford College, Union Theological Seminary in New York and the University of the Pacific in Stockton, California. Dr. Jackson has served as Director of Santiago College in Santiago, Chile, and was founding Provost of one of the cluster colleges at the University of the Pacific.

He came to the Presidency of Lander College after having served for three years as Vice President at the University of Evansville in Evansville, Indiana.

Dr. Jackson is married to the former Barbara Atwood of Bethesda, Maryland and they have four children. Dr. Jackson and his family have lived for seven years in Chile, one academic year in India, and one academic term in England.

During the Second World War, Jackson served as a navigator in the Eighth Air Force in England.

He assumed his duties as President of Lander College on July 1, 1973, at the time that the institution came under control of the State College Board of Trustees.

## **ATHLETICS**

Lander College competes in three men's and three women's intercollegiate sports. A faculty committee serves as an advisory group on eligibility, scheduling and other matters concerning the athletic program.

The men's and women's programs are regulated by the National Association of Intercollegiate Athletics (NAIA), and Lander College is a member of NAIA District Six.

The coaching staff for the 1983-84 year was Finis Horne, Athletic Director and Men's Basketball Coach; William M. Mims, Jr., Men's Assistant Basketball Coach; Dr. Joseph Cabri, faculty member and Men's Tennis Coach; Major Bill Wynne, faculty member and Soccer Coach; Charles Hershey, faculty member and Women's Basketball Coach; Doug Spears, counselor and Women's Softball Coach; and Peter Vahjen, faculty member and Women's Tennis Coach.



## **ACADEMIC AFFAIRS**

### **ACADEMIC PROGRAMS**

The academic program at Lander College is offered through eight departments, each embracing one or more of the traditional academic disciplines. The eight departments are: Business Administration and Economics with programs in general business administration, accounting, management, marketing, business education, and economics; Education which is comprised of elementary and early childhood education, home economics, and a Master's in Education; Fine Arts which includes art, music, speech and theatre; Health, Physical Education, and Recreation; Humanities which offers majors in English and French and courses in philosophy and religion; Science and Mathematics which offers majors in biology, chemistry, mathematics, medical technology, and computer science and courses in physics; Nursing Education; and Social Sciences made up of anthropology, history, sociology, psychology, geography, and political science.

#### **Courses of study:**

Major programs leading to Bachelor of Arts and Bachelor of Science degrees are offered in the following fields: art, biology, business administration, business education, chemistry, computer science, early childhood education, English, French, interdisciplinary studies, health, physical education and recreation, history, home economics, mathematics, medical technology, nursing, speech and theatre, political science, psychology, and sociology. The Music Education program is offered under the Bachelor of Music Education degree. Lander College offers one associate degree which is an Associate of Science in Nursing. The final associate degree will be admitted in the fall of 1984. In addition to the undergraduate programs, Lander offers one graduate degree which is a Master of Education degree in Elementary Education.

#### **The Faculty:**

During the academic year 1983-1984, the Lander College faculty numbered 89 full-time faculty members whose primary responsibilities were instruction. In addition, three professional librarians who have faculty status, and three lecturers who have both teaching and administrative responsibilities taught in the program. Supplementing

the full-time faculty was a group of 21 part-time faculty members teaching in various areas of the College. When these figures are combined, Lander College had a full-time equivalency faculty of 98.17. Faculty/student ratio for the Fall Semester in head count was 1 to 21. Sixty-two and one-half percent (62.5%) of the full-time teaching faculty hold the doctorate.

One of the most important developments at Lander College in 1983-84 was obtaining final approval for the Bachelor of Science degree in nursing. Lander was the first college in the state to have an associate degree nursing program. Although this program has met with great success, a decision to discontinue the program in favor of implementing the bachelor level program was made because of a change in the credentialing requirements within the field of nursing. The last associate degree class will enter Lander in the fall of 1984 at the same time the first bachelor's level class is admitted.

Another major accomplishment in 1983-84 was the development of an Office of Lifelong Learning. This office will make credit and non-credit courses available to the community and provide a means of responding to community needs. A major impetus to the development of this program was the receipt of a National Endowment for the Humanities grant that will fund courses in four small communities in the region. This will enhance the opportunities for the non-traditional age student who has had little opportunity for exposure to continuing educational opportunities.

## **ADMISSIONS**

The enrollment at Lander College reached a record high in 1983 with 2136 students registered for classes. The full-time equivalency enrollment in the fall of 1983 was 1877. The second session of summer school in 1983 had an enrollment of 459, while there were 586 students enrolled in the first session of summer school in 1984. Of major significance to the College was the continuation of the May session which had begun in 1980 with 127 students enrolled. In May 1984, 295 students were enrolled in the program. Applications for admissions continue to run at a record high every year and, as indicated by the enrollment figures noted above, Lander College is serving more students than ever before as applications and enrollment continue to climb.



## LIBRARY

The collection in the Larry A. Jackson Library continues to expand every year. Significant progress was made in 1983-84 to strengthen the collection for undergraduate students while establishing a basic collection for the new graduate program in education.

Discussion continued on the conversion of the bottom floor of the library building to library space. After this is completed, there will be 63,000 square feet on three floors with the capacity to house 200,000 volumes. On the top floor where the circulating collection is housed, there are now over 94,000 volumes in a space with a capacity for 88,500 volumes.

The library received a grant for \$890.00 for October, 1983, to September, 1984, from the College Library Resources Program FY 83 Title II. As a participating institution in the Upper Savannah Health Science Consortium, the library received a Medical Library Resources Improvement Grant for \$4,000. This was the final year for the grant for a three-year Southeastern Library Network (SOLINET) cluster demonstration program.

The periodical subscription list includes 866 titles, with 64 periodicals published by South Carolina agencies. With information on periodicals in a computer database, the library is able to generate different kinds of bibliographies which are helpful to students, faculty, and the library staff, as well as, to provide microfiche of periodical holdings to other South Carolina colleges and universities.

The library continued to catalog items for the Learning Resources Center and the Curriculum Lab. A union catalog of the holdings of all three areas makes it easier for students to use the resources available on campus.

Forty percent of the student body was reached through classes on the use of library resources and developing search strategies.

# LIBRARY COLLECTION STATISTICS 1983-1984

	Added	Withdrawn	Total Collection
Books	3,052	130	104,269
Bound Periodicals	167	13	6,668
Microfilms	670	0	12,060
Microfiche	1,776	19	6,884
Microbooks	0	0	14,015
Special Collection	2	0	51
Lander Collection	0	0	5
ERIC			
paper	1	0	172
fiche	1,909	0	3,403
	<u>7,577</u>	<u>162</u>	<u>147,527</u>

Staff: The library staff includes 3.3 professional and 5.75 library technical assistants. Student assistants worked 5,862.5 hours.



## STUDENT AFFAIRS

The student personnel program of Lander College for the year 1983-84 was administered by the vice president for student affairs, the dean of students, a program director, two student counselors, a director of career planning, placement and co-operative education, a registered nurse, and a director of public safety.

Goals of the student personnel program were to develop an atmosphere in which a student can find a sense of identity and purpose; to insure that the students are given an opportunity to develop self-discipline in their behavior and self-direction in their personal and intellectual growth; to provide informal learning programs that will increase self-expression and self-enrichment; and to provide an environment in which the individual student can develop his education and social abilities.

The various programs and services developed by the student affairs staff supplement the educational programs at Lander with orientation programs, academic records, leadership seminars, advisement of student organizations and activities, and other informal learning programs.

The Grier College Center was opened in January, 1979, providing much needed space for the student affairs office. In addition to this office space, the building contains a 475-seat cafeteria, campus store, post office, student organizations meeting rooms, and a recreation room. In addition to this, the student personnel program is responsible for operation of the Lander Recreation Center, which includes several meeting rooms as well as the college pool. Other facilities under the direction of the student affairs area are the tennis courts and weight room.

At the present time there are approximately 40 student groups and organizations on the Lander campus that provide the student body with opportunities to develop their interests and abilities outside the classroom. The dean of students along with a faculty advisor works closely with each organization in planning and implementing various activities.

## **HEALTH SERVICES**

The Lander Health Services are located at the corner of Crews and Willson Streets. The health services provide routine office care and the services of a college physician and nurse for all resident students. The registered nurse maintains office hours in the college infirmary and students are referred to the college physician for office visits. First-aid and emergency treatment are available to all students during class hours.

## **RESIDENCE HALLS**

During the 1983-1984 academic year Lander College housed 905 students. Due to the continued heavy demand for housing in the summer of 1984, the housing office spent a tremendous amount of energy assisting students who were on the waiting list to find off campus living facilities. As of July 1, 1984 there was a waiting list of approximately 70 females and 50 males. Because of a general shortage of apartments close to campus, a number of those students will not be able to obtain housing. The housing office will continue to develop a list of apartments and rooms available in the Greenwood area for students.

## **COUNSELING SERVICES**

Counseling services at Lander College are designed as a part of the student affairs program with emphasis in helping the college student grow in self-understanding toward the attainment of his goals. Counseling is available in the area of career planning, job placement, personal problems, academic affairs, and veteran's affairs. Students are also welcome to discuss any aspect of campus life at Lander. At various intervals during the year, informal group sessions may be scheduled for groups of students with similar concerns.

Lander College has assigned a student counselor with primary responsibilities in working with minority students and informal learning programs. The college has an excellent working relationship with Beckman Mental Health Center as a referral agency. In addition, two mental health counselors from Beckman Mental Health Center are on campus twelve hours per week for consultation with members of the Lander student body.



## **CAREER PLANNING, PLACEMENT, AND CO-OPERATIVE EDUCATION**

The career planning and placement office provides students with a myriad of information concerning career planning and placement through a career library, course offerings, and individual counseling.

Carrer Day was held in March 1984 with approximately twenty employers set up on campus to interview graduating seniors.

The office has communicated its goals and objective to the Lander community by direct contact with faculty and students, a one-hour course offering, conducting career seminars for students and faculty, providing printed materials on various careers, and by bringing recruiters to the campus to interview students as prospective employees.

During the 1983-84 year the number of co-operative education positions increased from 9 students the fall of 1983 to 21 students spring semester 1984.

## **PUBLIC SAFETY DEPARTMENT**

The public safety department provided enforcement of traffic and parking regulations on the campus. In addition to these duties, the department is oriented in promoting programs to aid in the safety and security of personnel and the property of the college. There are public safety officers patrolling the campus 24 hours a day with an increased number of officers assisting in patrolling the residence halls between midnight and 6:00 a.m.

The college issued approximately 2,000 parking permits last year. Permits were purchased at an annual cost of \$30 per vehicle. During the past year, the college allowed students, faculty, administrators and staff to park in any lot, thus eliminating pre-assigned parking areas. The college does issue fines for parking violations.

## COMMUNITY RELATIONS

It is important that a college and its community relate well to each other. The Office of Community Relations exists for the purpose of fostering that relationship between Lander College and its community, defined as the Upper Savannah Region, the State of South Carolina, and beyond. Community Relations in that context covers development, planned and deferred giving, seasonal fund-raising drives, and special projects involving community volunteers. Another objective is to maintain a high degree of public awareness of the scope of higher education services and opportunities available at Lander.

In addition to planning and development, the Office of Community Relations works closely with the Lander Foundation in monitoring its programs of scholarships, faculty development, property management, and investments.

Objectives of the office are achieved through personal contact, direct mailing of from 1 - 2,000 pieces, college publications, and news releases.

## PUBLIC INFORMATION SERVICES

A general interest periodical, the **Lander Magazine**, is published three times a year. It is edited to reflect a comprehensive picture of the entire Lander College community. It is mailed to approximately 5,800 alumni and a select list of approximately 1,650 active supporters of the college, as well as faculty, staff, and administration. Copies also are available to students.

This office is responsible for regular news releases concerning significant events at the college. The releases are mailed to numerous South Carolina daily newspapers and television stations. Weekly newspapers and local radio stations receive releases when the news is of significant local interest or when local students are involved.

A "Major Events" calendar for the academic year is published and mailed to local area alumni and friends of the college, as well as faculty and administration. It is also used as a recruiting tool and is mailed to prospective freshmen. It lists major college events available to the greater Greenwood community and those events directed to the Lander community.



An internal publication, the *Lander College Weekly Bulletin*, is prepared and distributed to the entire college community. It carries news of meetings, upcoming college events, and reminders of important dates, such as registration deadlines, graduation activities, concerts, lectures, etc. Announcements of new personnel are also carried.

*Open Line*, a newsletter for parents of students is published twice a year.

*The Student Directory* with names, addresses and telephone numbers of students, faculty, administration and staff is published and distributed to the entire college community.

All promotional advertising for newspapers, radio and other media is prepared and distributed by the Public Information Office. The Office also provides consultant services to the Admissions Office and the Graduate Program in Education in developing promotional materials and programs.

Several official college publications are the shared responsibility of the Public Information Office. These consist of *The Lander College Viewbook*, General Information Folder and the College Catalog.

### **ALUMNI AFFAIRS**

The purpose of the Lander College Alumni Association is to further the interests of Lander College and to promote among its present and former students and friends a spirit of good fellowship and loyalty.

The Alumni Association Annual Fund drive begins in October of each year and ends in June of the following year. Funds from the drive are used for scholarships, support of the campus lecture series, maintenance of the Alumni House, student relations and discretionary funds for the President and Vice President for Academic Affairs.

A publication for alumni, the *Alumni Digest*, is sent three times a year. It contains news of alumni and description of Alumni Association activities.

Alumni are encouraged to return to campus often, and special opportunities are Homecoming in February and Alumni Day in May.

### **THE LANDER FOUNDATION**

The purpose of the Lander Foundation is to further the mission and goals of Lander College. The Foundation seeks to expand its assets to

provide scholarships, faculty development funds for doctoral study, sabbaticals, postdoctoral seminars, and other professional development programs, and departmental support in various ways. The Foundation also provides limited venture capital for unique programs which may come to its attention from time to time.

Officers of the Lander Foundation are: R. Thornwell Dunlap, President; Cecil O. Browning, Vice President; Martha W. Barnette, Secretary; and W. E. Troublefield, Jr. Treasurer. The Office of Community Relations is the administrative center for the Foundation. Ann B. Herd, Director of Community Relations and Budget, serves as Executive Director.



## **BUSINESS AFFAIRS**

The Vice President for Business and Administration is responsible for the financial reporting and analysis of all college funds. This responsibility includes preparation of the annual college budget which is submitted to both the State Legislature and South Carolina Commission on Higher Education.

Other areas under the direct supervision of the Vice President include the Business Office (Accounting and Payroll); Central Purchasing and Receiving; Printing Services; Data Processing; Personnel; Financial Aid, Bookstore, Vending and Mail Service; and Physical Plant including capital improvements.

### *Accounting & Data Processing*

Lander College has successfully utilized the resources of Clemson University's Computer System by means of sophisticated remote job entry for batch processing and on-line time sharing system for direct access.

The accounting and financial reporting system, as well as the payroll/personnel system, are designed using a combination of batch and on-line systems. Although this system has functioned relatively well, the growth of the college has led it to seek a more efficient means of performing these tasks. The college spent much time during 1983-84 studying the feasibility of doing more computer processing on campus and with the assistance from the Information Technology Division of the Division of General Services concluded that a mini computer should be purchased. This action will be pursued during 1984-85.

### *Purchasing*

The Purchasing office is the contracting agent for the college for routine supplies and equipment. The Purchasing Office monitors a purchase order system both internally and with the cooperation of the State Purchasing Office. The Purchasing Office also controls Central Receiving and Central Stores and the office strives to insure that items ordered are delivered properly, distributed to the person requesting the order and to insure that the order is complete and satisfactory prior to authorizing payment to be made by the Accounting Department.

All equipment and supplies for the general operation and maintenance of the college are purchased through the Purchasing Office with the exception of library books which are purchased by the Librarian.

The Print Shop handles large quantities of paper and envelopes which are distributed on an as-needed basis and charged back to the individual departments.

It is worthy to note that the Purchasing Agent for the College is a CPPO (Certified Public Purchasing Officer) and the Buyer in the office has earned the PPB (Public Professional Buyer) Certificate.

The Purchasing Office cooperates with the State Purchasing Office to secure items which are on state contract. The Purchasing Office also furnishes the State Office a computer tape showing commodity code and purchase orders issued for items on a Lander College purchase order. This tape report is submitted to the State Purchasing Office on a quarterly basis. This method of reporting enables the State to examine commodities being used and decide which would be feasible for state contract consideration.

An audit of the purchasing operation was conducted by General Services during 1981-82 and we were certified under the model procurement code during 1982-83. The recertification audit will take place during 1984-85.

### *Printing Services*

The Print Shop Manager is responsible for the operation and supervision of the printing and duplicating facility. Regular college forms, relatively simple brochures, posters, important committee reports, and similar materials are routinely produced. During the 1983-84 year, the printing services section was responsible for production of approximately 7,426 printing jobs, involving over 2.4 million impressions according to definitions of the State Printing Office.

In addition to regular printing services, the department has responsibility for and oversees use and maintenance of a total copy system, a Royal copier, and mailing facilities. The print shop manager is making a continuing study of printing costs with the objective of gaining a more efficient operation and upgrading quality of jobs produced.



### *Personnel Services*

The Personnel Department of the College is maintained to serve the best interests of the employees and the institution. This office is responsible for implementing the personnel policies of the College and the State. This office is also involved in procurement of non-academic personnel, position classification, wage and salary administration, orientation and training programs, employee records, employee benefits, and other related functions. The College presently employs approximately 220 regular employees.

The Personnel Director also serves as the EEO Officer for the College.

### *Financial Aid*

Lander College administers a comprehensive program of financial aid which benefits both needy and worthy students. Applications for financial aid must be submitted to the Financial Aid Office. Eligibility must be established each year for which a student is requesting aid. A parent's confidential statement or student's financial statement must be submitted to determine eligibility.

Many scholarships are made available through the generosity of the Lander Foundation and other sources. Awards are made by a Financial Aid Committee. The Committee reserves the right to withdraw a scholarship from a student whose academic record is not satisfactory.

There are several loans and grants for worthy and needy students available through the Financial Aid Office. Among these are the National Direct Student Loan Fund, Federal Nursing Loan Fund, Guaranteed Loan Fund, Federal Nursing Scholarship Fund, and Pell Grants. The College through the cooperation of The Lander Foundation, also offers a short-term emergency loan to assist students.

The college also employs students on a part-time basis using both Lander College funds and Federal College Work Study funds. Jobs are available on a need basis and the assignment to positions are coordinated by the Financial Aid Office.

### *Book Store*

The College Book Store is a quite functional facility and allows the students ample room to browse at their leisure. Among the many items available to students, in addition to textbooks and supplies, are sweaters, class rings, mugs, toilet articles, stationery and numerous other items. The college has a published refund policy which is posted in the Book Store.

### *Vending Machines*

The college also maintains a limited number of vending machines which are contracted to several companies. The college receives a commission on the sale of items such as fast food, soft drinks, and other sundry items.

### *Mail Services*

The Book Store Manager is directly responsible for all incoming mail. The Book Store Manager staffs the college post office on a daily basis to sort all mail for administrative offices, faculty, staff and students. Each boarding student and all faculty members have a post office box in the college post office. The majority of all out-going mail is distributed to a central location and is processed by the Print Shop.

### *Physical Plant*

#### *Capital Improvements*

The Lander College campus comprises approximately 80 acres located two blocks from the downtown business district of Greenwood. Ivy covers the walls of the seventy-eight-year-old edifice which up until 1982-83 housed most classrooms and offices for faculty and administration. Other older buildings stand near more modern structures.

A Master Plan for the development of Lander College was completed during the 1973-74 academic year. The plan provided for the expansion of college facilities, making use of all available campus property.

The initial phase of development of the "New Lander" consists of a new Library, new Student Center and a new Learning Center. The library was designed by Freeman, Wells & Major and constructed by Triangle Construction Company. The Library was completed August 1977.



The new Student Center was completed in December 1978. The firm of Craig and Gaulden were the architects and the construction work was performed by McKnight Construction Company.

The architectural firm of Tarleton-Tankersley has designed the Learning Center. Construction of this facility was performed by E. L. Jones Construction Company and was completed in August 1982.

A new housing complex with a total capacity of 308 students was constructed in 1976. The housing was designed by Neal Architects and was built by Two State Construction Company.

The architectural firm of Wilbur Smith & Associates designed an outdoor activity center which included seven tennis courts. The project was constructed by Sherman Construction Company and was completed in August 1980.

Planning began in 1979-80 for the fourth new facility which will be College Center - Phase II, which will provide academic space for major programs in music, art, speech, and drama. Construction of this facility will begin in July 1984.

During 1983-84, the College gained 124 additional dormitory spaces through a lease of newly constructed facilities adjacent to the campus. These facilities were constructed by the Lander Foundation.

The Physical Plant Department provides a continuous liaison between the College and the contractors, architects and engineers working on college projects.

### *Building Services*

Physical Plant personnel include trade workers and custodians for the care of college buildings. Several trades are represented on the staff. They are able to handle most maintenance situations and minor refurbishing. Major work is accomplished with the help of local contractors under the direction of college personnel.

Considerable effort is required to keep older buildings usable until they can be replaced or fully renovated. (A few selected areas have been modernized). Equally diligent, however, must be work on the new buildings - keeping them in excellent condition and breakdown free through carefully planned preventive maintenance. Training programs are increasing the efficiency of Lander's custodial workers.

### *Groundskeeping*

Groundskeepers are employed by the Physical Plant Department. A small crew maintains the exterior appearance of the campus. As increasing amounts of Lander's acreage becomes intensively developed, groundskeepers have increased efficiency through the use of modern machinery. During the summer, several people are engaged on a part-time basis to help improve the appearance of our grounds.

### *Telephone Service*

A Centrex telephone system is utilized which allows campus telephones to be dialed directly without the intervention of an operator. Three hundred forty three student telephones and 292 faculty and administrative office telephones have been connected. Through a special arrangement with the local telephone company, students are billed directly for long-distance calls. Data on toll calls made by faculty members and administration officers is recorded automatically and presented as part of the monthly telephone bill. The system is used by the Financial Affairs Office to control and equitably allocate telephone costs.

During the last two years the college has been purchasing the telephone equipment and cabling on its facilities to effect long-run economics. Two of our maintenance mechanics have been trained in telephone equipment installation and repair.



**LANDER COLLEGE**  
**FINANCIAL REPORT - FISCAL YEAR 1983 - 84**

*Operating Funds:*

Education and General Revenue	
Student Fees .....	\$2,634,574
State Appropriation .....	4,769,826
Other Revenue .....	271,858
Total Revenue (Education and General) .....	7,676,258
Auxiliary Services .....	2,145,723
Grand Total Operating Revenue .....	\$9,821,981

Education and General Expenditures

Instruction .....	\$3,647,314
Academic Support (Library) .....	332,072
Academic Support (Other) .....	184,741
Student Services .....	912,378
Institutional Support .....	1,563,995
Operating & Maintenance of Plant .....	1,035,758
Total Expenditures (Educational & General) .....	7,676,258
Auxiliary Services .....	2,046,403
Grand Total Operating Expenditures .....	\$9,722,661

Capital Funds (1973-74 — 1983-84)

State Capital Improvement Bonds Authorized .... \$18,632,862

Housing Revenue Bonds:

Construction of Student Housing & Acquisition of Coleman Hall (Issued 1976) .....		1,800,000
Total Capital Funds .....		20,432,862
Less Capital Funds Drawn Through 6/30/84 .....		14,898,864
Total Funds Remaining to be Drawn at 6/30/84 .....		5,533,998

## STATISTICS

### Total Enrollment

Total Enrollment	Fall, 1983
Head Count .....	2,136
FTE Count .....	1,877

### Enrollment by Class

Freshmen .....	849
Sophomore .....	481
Junior .....	369
Senior .....	326
Graduate .....	61
Nondegree .....	50

### Enrollment by Sex

	Fall, 1983
Male .....	803
Male Percent of Total Head Count .....	37.6
Female .....	1,333
Female Percent of Total Head Count .....	62.4

### Student Characteristics

	Fall, 1983
Status	
White and Other .....	1,819
Black .....	317
South Carolinians .....	2,067
Out-of-State .....	69

### Faculty Characteristics (FTE)

	Fall, 1983
Professors .....	16
Associate Professors .....	49
Assistant Professors .....	20
Instructors .....	4
Others .....	10.17

### Average Salaries of Instructional Faculty

	Fall, 1983
Professor .....	\$31,904
Associate Professor .....	25,325
Assistant Professor .....	20,353
Instructor .....	15,074
Other .....	11,930



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